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Guide for Candidates Using Webex for Bar Admission Ceremonies in the Court of Appeals of Maryland

During the COVID-19 emergency, the Court of Appeals of Maryland will conduct Bar Admission ceremonies on **Tuesday, June 16, 2020 at 10:00 a.m. and 1:00 p.m.** as a live event on the on-line video-conferencing and webinar platform known as Cisco Webex. Prior to your ceremony, please read this guide in its entirety for important information and notices.

Equipment

It is important that you test the computer, audio, and internet connection technology that you will use during the ceremony before the date of your scheduled ceremony. A hard-wired internet connection using a cable will be more stable than relying on a Wi-Fi network. **We are providing detailed instructions for joining a Webex event from a computer, only.** We strongly advise that you follow the instructions exactly as they are given. We recognize that there are several ways of joining a Webex meeting, including on a smartphone, but the method set forth in this guide has been tested successfully. You are welcome to choose another option than that set forth here, but please be advised that if you so choose, court personnel will not be able to assist you if complications arise.

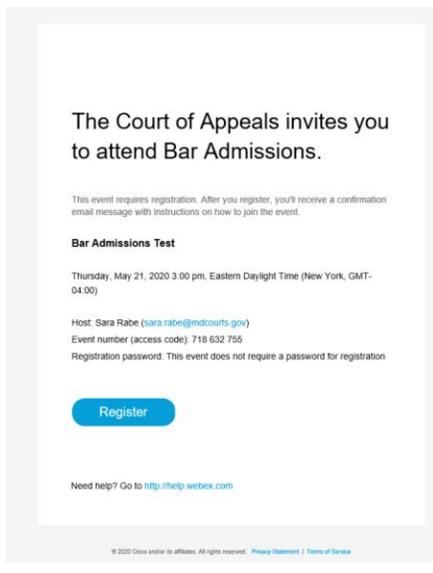
Registration

You are required to register for the event and only people who have registered will be allowed to attend. Invitations to register for the ceremony for which you are scheduled will be sent to the email address that we have on file for you on **Friday, June 12, 2020**. **Only candidates who have been cleared for admission by the State Board of Law Examiners by Friday, June 12, 2020 will be sent a link to register for the ceremony.** If you have not received a registration email and you think you are cleared for admission, please contact the Clerk's Office.

If you will be attending the event, **you must register no later than Monday, June 15, 2020 by 12:00 p.m.**

Do not share your registration link with any other person. Only the Judges, Court personnel, guest speakers, and candidates will be permitted to enter the ceremony webinar. The ceremony will be live streamed and family and friends can watch at the [Court of Appeals Live Webcast](https://mdcourts.gov/coappeals/webcasts) (<https://mdcourts.gov/coappeals/webcasts>) page.

The invitation to register looks like this:



To register, click the blue “Register” button, as shown below. It will open a website with

information about the event and the registration form.



That button will direct you here:

Event Information: Bar Admissions Test

This event requires registration

Event status:	Not started
Date and time:	Thursday, May 21, 2020 3:00 pm Eastern Daylight Time (New York, GMT-04:00) Change time zone
Duration:	15 minutes
Description:	Instructions Test

[Register](#)

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After you click “Register” on that page, you will need to fill in all the required information:

Register for Bar Admissions Test

Please complete this form to register for the event. An asterisk (*) indicates required information.

Please answer the following questions.

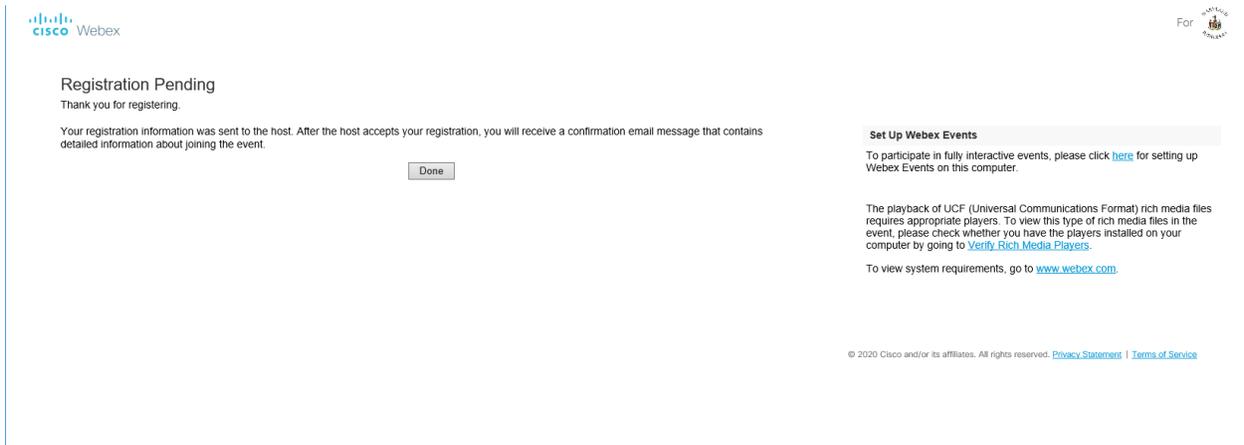
* First name:	<input type="text" value="Testing Testing"/>	* Last name:	<input type="text" value="123"/>
* Email address:	<input type="text" value="lobbinsj@gmail.com"/>	Phone number:	<input type="text" value="Country/Region: 1"/> <input type="text" value="Number (with area/city code)"/>
* Confirm email address:	<input type="text" value="lobbinsj@gmail.com"/>	Title:	<input type="text"/>
Company:	<input type="text"/>	State/province:	<input type="text"/>
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
City:	<input type="text"/>		
ZIP/postal code:	<input type="text"/>		
Country/region:	<input type="text" value="United States of America"/>		
Number of employees:	<input type="text" value="1-99"/>		

Would you like to receive information about future seminars?:
 Yes No

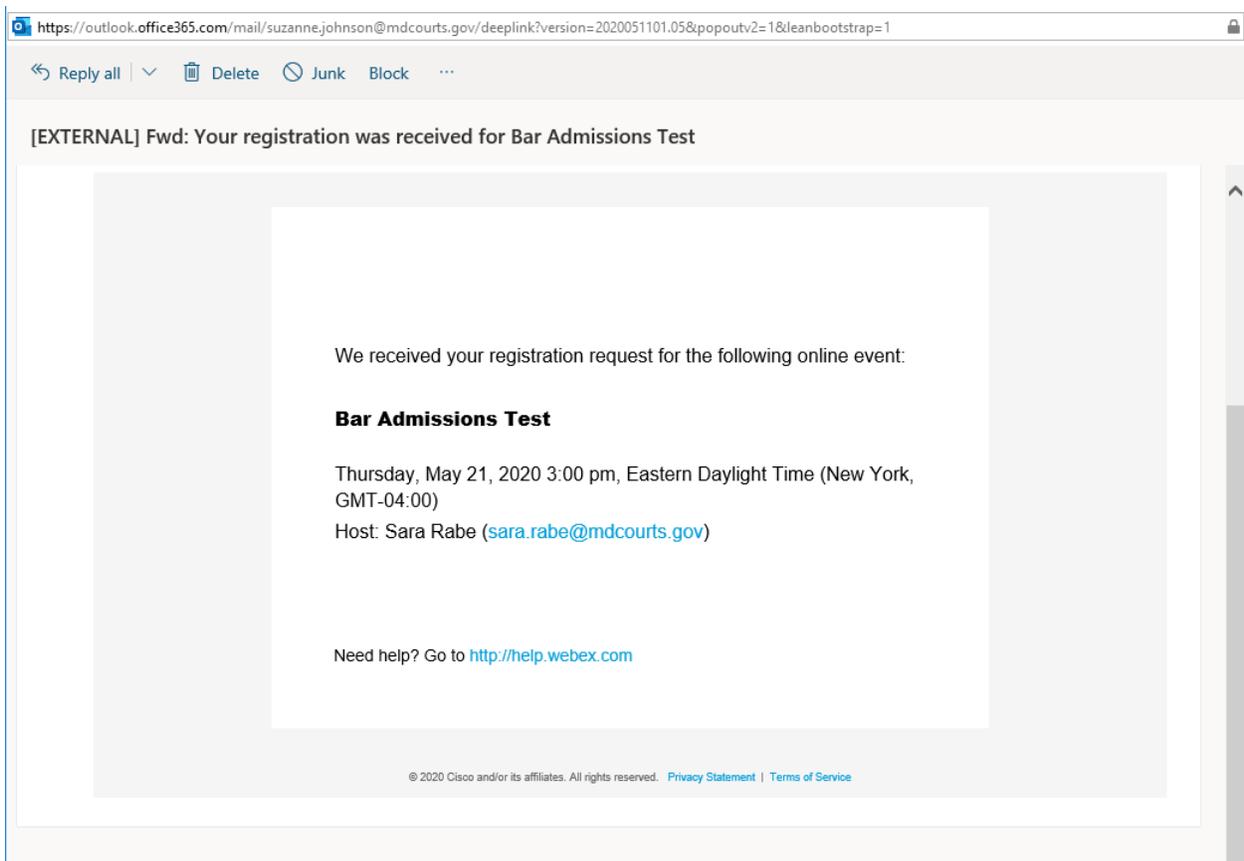
[Submit](#) [Cancel](#)

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You will then see this screen:



You will get an email in response saying that your registration has been received and is pending:



Ceremony

Please be advised that Bar Admission ceremonies are being recorded and webcast

The email informing you that your registration was approved, and the reminder emails you will get one day and two hours before the event look like this:

Your registration was approved for the following Bar Admissions ceremony.

Bar Admissions, Tuesday, June 16, 2020
Event number (access code): 716 911 463
Registration ID: 973257
Event password: Pd8Uuu2pB\$8 (73888827 from phones)

Wednesday, May 27, 2020 2:00 pm, Eastern Daylight Time (New York, GMT-04:00)

Check in will open one hour before your ceremony. After that time, but no later than half an hour before, click on the link below and enter the Event ID, Event Password, and your Registration ID into the form, then click Join Event.

You may have to download and run a temporary application in order to join.

We strongly recommend using Chrome as your browser. This link will not work to attend the ceremony using your smartphone.

[Join event](#)

Join the audio conference only

To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.

+1-408-418-9388 United States Toll

[Global call-in numbers](#)

If for some reason your registration is rejected, please call the Clerk's Office per the instructions in the rejection email.

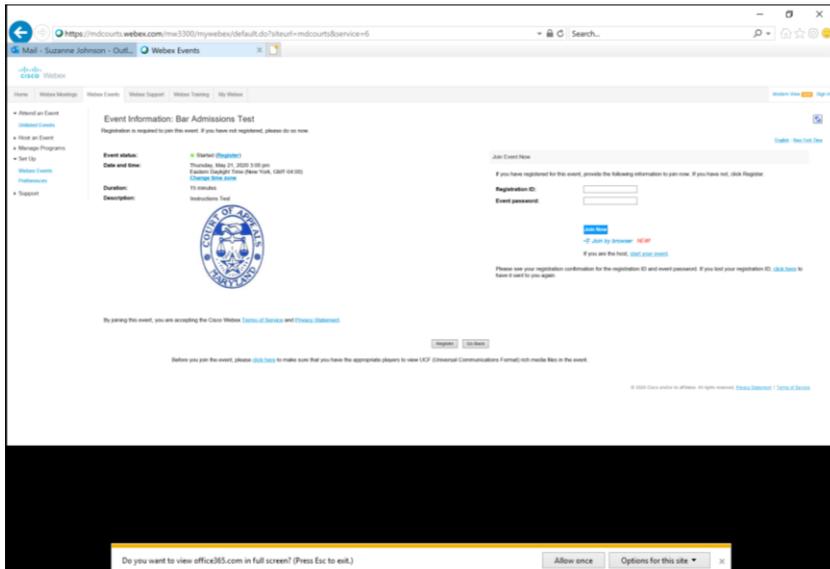
On the day of your ceremony, please join the meeting by clicking the green "Join event" button up to an hour prior to your scheduled time, i.e., if you are scheduled at 10:00 a.m., check in will open at 9:00 a.m. Please check in **no later than 9:30 a.m.** If you are

scheduled at 1:00 p.m., check in will open at 12:00 p.m. Please check in **no later than 12:30 p.m.** **If you have not checked in by 15 minutes before the ceremony start time, you will not be permitted to participate in the ceremony – NO exceptions.**

The green “Join event” button will open a page that looks like this:



You will need to enter the Event Number that was included in your registration approval email. In the above example, the Event Number is 716 911 463. Once you enter the Event Number, you will be directed to this screen:

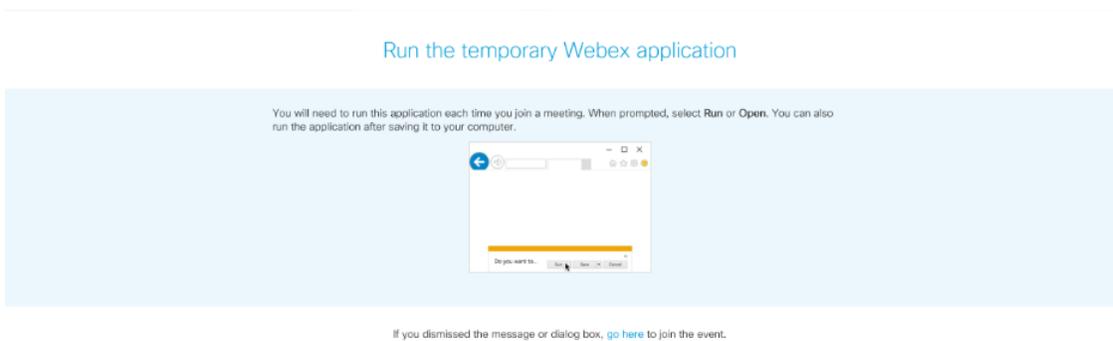


There, you will need to enter the Registration ID (in the example, 973257) and the Event Password (in the example, Pd8Uuu2pB\$8).

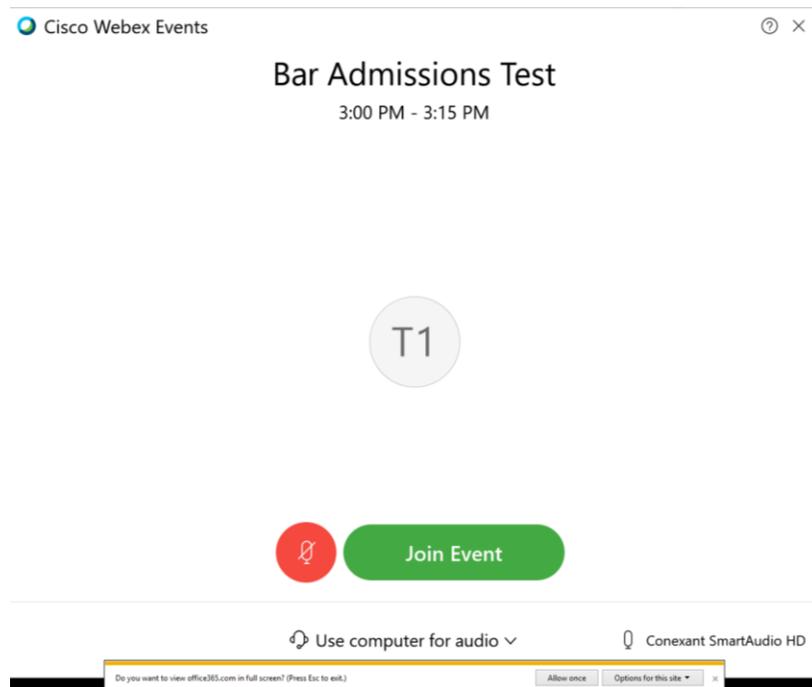
You MAY encounter the following popup when you enter the Registration ID and Event Password:



If you don't encounter the popup, you should be able to select the "Join Event" button, as shown on the following page. If you do encounter the popup, please select the blue link that says "Go here" and that will open the below window to the "Run a temporary application" link and then select "Run."



You should then be taken to this screen:



At that screen please make sure that the icon with the microphone, next to the green “Join Event” button, is grey (not red). This will ensure that your oath is heard by the Court. You will be unmuted by the meeting host in order to respond to the statutory oath when directed, and then you will be remuted.

If you have any problems joining the event, first consult this page:

[Join a Cisco Webex Event](#)

[Get Started Joining A Meeting, Event, Or Training Session With the Webex Web App](#)
(note, you are joining an “Event”).

If that doesn’t help, please contact the event host, Sara Rabe, at sara.rabe@mdcourts.gov. We will have IT assistance available.

Once you have joined the event, you will be checked in by the Clerk of the Court. If you have a challenging name to pronounce, the Clerk will ask you for the proper pronunciation

during check in.

To maintain a strong internet connection, we recommend that you exit out of all other applications on your computer. This also reduces distractions. This is your Bar Admissions Ceremony and you should be as attentive and respectful as you would be in the courtroom.

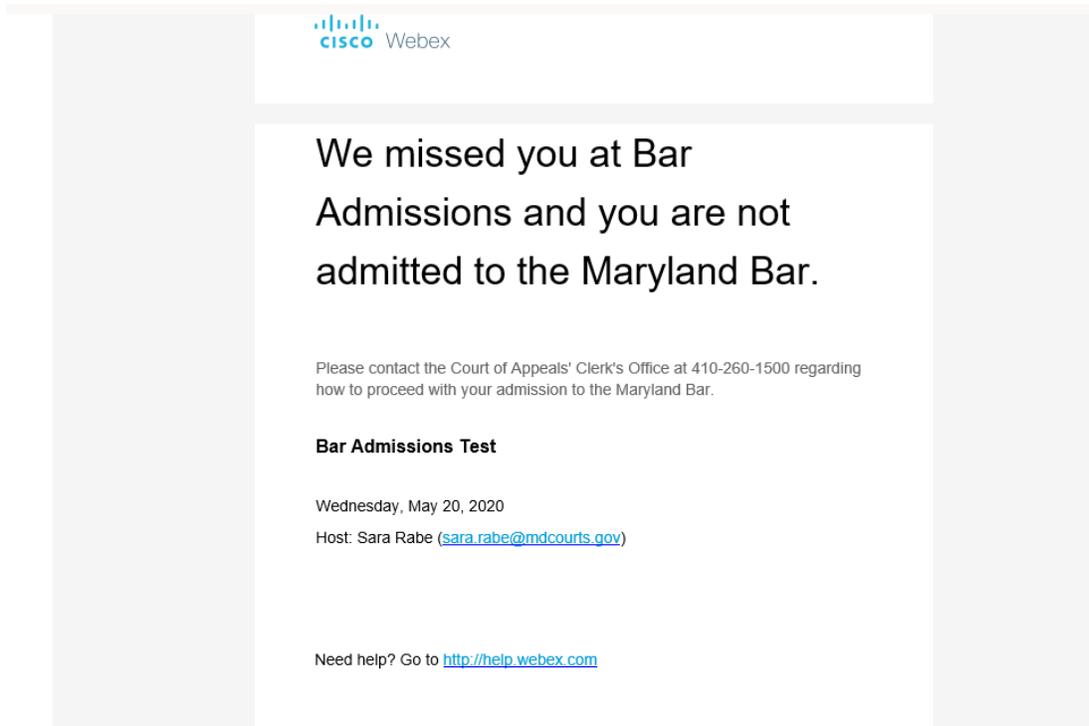
After you have been checked in and given important information and instructions about how the ceremony will proceed you will wait until the Court enters the session and the ceremony begins.

Program

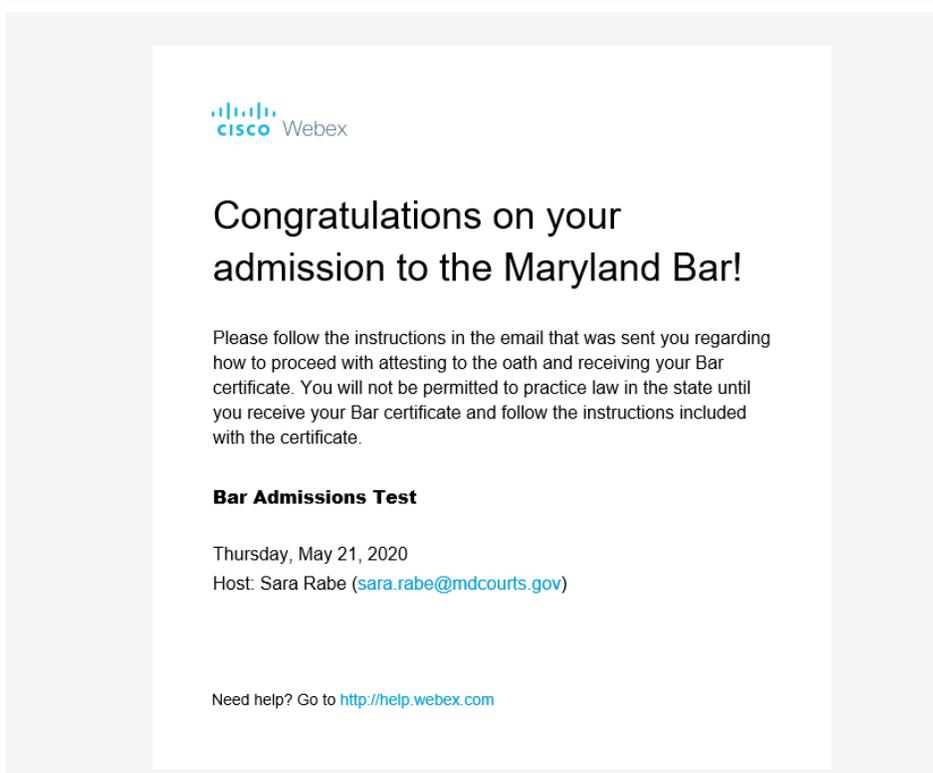
1. When the Court, speaker, Clerk, and candidates are all in the meeting, the Court will be called to session.
2. Chief Judge Barbera will give some opening remarks and introduce the guest speaker who will move for your admission.
3. The guest speaker will introduce the Judges and give about 5-7 minutes of uplifting remarks. The speaker will then move for the admission of the candidates.
4. The Clerk will read all of the candidates' names.
5. The Chief Judge will then introduce the Judge who will provide the response to the speaker's motion.
6. The Judge will give about 5-7 minutes of remarks, and then (hopefully!) grant the motion.
7. The Clerk will read the Statutory Oath. At the end of the oath, the Clerk will ask "Do you so swear or affirm?" You will then be unmuted and respond, en masse, "I do." You will then be remuted.
8. The Chief Judge will then give some closing remarks, and the ceremony will close.
9. Please follow the instructions in the email that was sent to you with how to proceed with attesting to the oath and receiving your Bar certificate. You will not be permitted to practice law in the state until you receive your Bar certificate and follow the instructions included with the certificate.

Following the Ceremony

If you registered for the ceremony, but did not attend, you will receive an email that looks like this:



If you successfully registered and attended the event, you will receive an email that looks like this:



Finally, congratulations on becoming a member of the Maryland Bar!